



## Arkansas Department of Human Services Division of Youth Services

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**Policy No.** 100.9 **Pages:** 2 **Manual:** Finance and Administration

**SUBJECT:** Emergency Preparedness **EFFECTIVE DATE:** Rev: May 17, 2005

**CHAPTER:** 100 – Personnel Management **ATTACHMENTS:** \_\_\_\_\_

**REFERENCE:** DHS Policy 1017, Emergency & Disaster Planning; **AUTHORIZED BY:** J. Kenneth Hales  
DHS Publication 98, Emergency Procedures – DHS Central Office Complex

### **I. POLICY:**

Division of Youth Service's (DYS) employees will be aware of emergency plans and evacuation routes.

### **II. APPLICATION:**

All DHS employees and contract personnel.

### **III. DEFINITIONS:**

Primary Evacuation Route: Use the nearest stairwell. The nearest stairwell for DHS personnel will normally be the stairwell located on the south side of the Donaghey Plaza South building (adjacent to the 8<sup>th</sup> Street outside parking lot).

### **IV. PROCEDURES:**

#### **A. Emergency Coordinators:**

1. The Division will maintain two emergency coordinators, one each for the east and west side of the building.
2. Emergency Coordinators:
  - a. Will be appointed by the director.
  - b. Will represent the division and will assist the Department's Emergency Coordinator in matters of emergency procedures.
  - c. Will be familiar with department's emergency policy and division procedures.
  - d. Will ensure that all employees have or arrangements have been made for evacuation prior to the Emergency Coordinator leaving the floor.
  - e. Will take roll call at the place designated as the assembly location at the completion of the evacuation.

#### **B. Alternate Emergency Coordinators:**

1. The Division will maintain a number of alternative emergency coordinators.

2. Alternative emergency coordinators will be nominated by the primary emergency coordinators and must be approved by the division director.
3. Alternate emergency coordinators will be responsible for performance of all emergency duties in the event the primary emergency coordinators are unavailable.
4. Alternate emergency coordinators will assist the primary emergency coordinators during emergencies and emergency evacuations.

C. Employee Responsibilities:

1. All division employees will be familiar with the department's emergency policy and will be prepared to follow emergency procedures.
2. Follow the instructions given by the emergency coordinators.
3. Help locate the injured.
4. Provide assistance to fellow workers.
5. Help any visitor on the floor.
6. When employees become aware of a tornado warning, they will take shelter in areas in front of elevators, in stairways, interior walls or any safe location. If there is not enough time for them to leave the immediate area they should seek shelter under heavy furniture such as a desk or table. Employees are not to use elevators and they are to stay away from areas of glass.

D. Additional Evacuation Procedures:

1. Employees who are having difficulty evacuating the building during emergencies will notify the emergency coordinator responsible for their side of the floor.
2. Emergency Coordinators will have knowledge of division personnel who may have difficulty evacuating the building.
3. During emergency evacuations employees will exit the building via the nearest stairwell.
4. Employees will assemble for a roll call on the side walk on the west side of Main Street between 8<sup>th</sup> and 9<sup>th</sup> street (across the street from Bensky's Furs).
5. Managers/supervisors will account for and provide roll call report to emergency coordinators.

E. Alexander Youth Service Center - DYS employees will follow emergency plans and procedures set forth by the facility contracted entity.